

# Passaic Family Head Start, Inc.



68-72 Third Street, Passaic, NJ 07055

91 Highland Ave, Passaic, NJ 07055

(973) 365-5808 FAX (973) 458-9380

## **CODE OF CONDUCT POLICY**

This code of conduct shall govern the performance of all officers, employees, volunteers, and agents engaged in the award and administration of contracts supported by federal funds.

### **SECTION I INTER-PERSONAL RELATIONSHIPS**

Treat everyone with common courtesy, as you would wish to be treated. Be aware of your tone of voice and speak to others as you would wish to be spoken to. Disrespect, rudeness, insubordination, and other inappropriate behaviors will not be tolerated.

Assume the best of everyone and be open-minded. If you have a difference with someone, talk to them about it and not to others.

Do not discuss anyone's business with others, and do not repeat any gossip or hearsay that comes your way.

In your conversation, use a language that is understood by all present, even if not everyone present is directly involved in that conversation.

Be responsible for yourself and the environment we share. Clean up your own messes, replace things if you use the last of them, and complete and submit your work in a timely manner.

### **PROFESSIONAL BEHAVIOR**

Always answer your phone with a greeting, including your name. When leaving your work station or the building, notify the receptionist, and make sure your phone is covered.

Clear visitors at the front door before permitting them to enter the building, making sure they have legitimate business at Passaic Family Head Start. Make

sure they find the person they have come to see and do not wander unescorted into an empty office.

Treat all parents, students, staff members, and visitors with courtesy and respect. Be sure to answer all their questions or refer them to the appropriate staff member before they leave the building.

If you must interrupt someone while they are on the phone or otherwise engaged, do it in an unobtrusive manner, excusing yourself politely and quietly. Do not unnecessarily interrupt classroom staff.

Your conversations, both over the phone and in person, are for you and your intended listener only, so speak accordingly. In your discussions, speak your feelings honestly rather than letting your body language send signals that your words do not.

Ask questions and request explanations whenever appropriate—do not assume. When asked questions, remember that not everything will be as clear to others as it may be to you, so treat questions from others with respect.

Remember that negativity is catching, so do not spread gloom. If something is not working or you are unhappy with your job, share it with the appropriate person at the appropriate time and place.

Be especially aware of how you talk when children are present and never talk about your concerns about children in front of children. As this program is a school, there is no cursing, foul language, or inappropriate conversation allowed in any language.

## **CHILD SAFETY AND MANDATORY REPORTING**

All staff, consultants, contractors, volunteers, and any individuals working with or on behalf of Passaic Family Head Start are responsible for ensuring the safety and well-being of children at all times.

Under no circumstances shall any individual engage in behavior that maltreats or endangers the health or safety of a child. This includes, but is not limited to, physical, emotional, or verbal harm, neglect, or inappropriate supervision.

All individuals are mandated reporters and must immediately report any reasonably suspected or known incidents of child abuse or neglect in accordance

with program procedures and applicable state laws. Reports must be made immediately to appropriate program leadership and the designated child abuse reporting agency.

Failure to comply with this requirement may result in disciplinary action, up to and including termination of employment or contract. *1302.90(c) effective 10/21/2024*

## **SECTION II CONFLICT OF INTEREST POLICY**

This Conflict of Interest Policy establishes the understanding that there shall not be a conflict of interest or the appearance of a conflict of interest between the Head Start Program and the individual serving as a volunteer, paid staff, board member, Policy Council member, contractor, consultant, or anyone else associated with the program.

If a conflict of interest is present or the appearance of a conflict of interest is present, the individual must make the Executive Director aware of the issue. A determination will be made by the Executive Director as to the validity of the conflict and if any action must be taken. If the conflict involves the Executive Director or a board member, the issue must be resolved by the Board of Directors.

A. It shall be unethical for any officer or employee to enter into, directly or indirectly, through any official act, any contract or subcontract or any solicitation or proposal where there is a financial interest possessed by:

1. The officer or employee or the immediate family thereof.
2. A business in which the officer or employee or a member of the immediate family serves as an officer, director, trustee, partner, or employee.

B. It shall be unethical for any officer or employee to disclose or make personal use of any confidential information concerning any person, property, or governmental affairs unless authorized or required by law.

C. It shall be unethical for any officer or employee to recommend any person or business in which they or an immediate family member has a personal or financial interest.

D. It shall be unethical for any person seeking appointment or promotion to give or offer anything of value to any officer or employee in connection with employment decisions.

E. It shall be unethical for any business seeking a contract to give or offer anything of value to any officer or employee.

F. It shall not be allowed for any business in which an officer or employee has a controlling interest to enter into a contract with the program.

G. It shall be unethical for any officer or employee to solicit or accept any gift, favor, or item of value that would not be offered if they were not in their position.

I acknowledge that I have read and agree to abide by the Code of Conduct and Conflict of Interest policies of Passaic Family Head Start.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Employee
- Volunteer
- Board Member
- Policy Council Member
- Consultant/Contractor
- Other

Passaic Family Head Start  
Adopted 8/2005  
**Revised 2026**